

Proposal Cover Page

Name of Bidding Firm *(Legal name as it will appear on the contract)*

Mailing Address *(Street address, P.O. Box, City, State, Zip Code)*

Person authorized to act as the primary contact for matters regarding this proposal:

Printed Name *(First, Last)*:

Title:

Telephone number:

Fax number:

Email address, if applicable

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Person authorized to obligate this firm in matters regarding the resulting contract:

Printed Name *(First, Last)*:

Title:

Telephone number:

Fax number:

Email address, if applicable

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(CORPORATIONS) Name/Title of person authorized by the Board of Directors to sign all proposal documents on behalf of the Board:

Printed Name *(First, Last)*:

Title:

Signature of Proposer or Authorized Representative

Date:

Required Attachment / Certification Checklist

| Qualification Requirements. I certify that my firm meets the following requirements: | | Confirmed by CDHS |
|--|---|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm possesses at least three consecutive years of experience of the various service types listed in Item 1 of the RFP section entitled, "Qualification Requirements". That experience occurred within the past five years. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm has read and is willing to comply with the terms, conditions and contract exhibits addressed in the RFP section entitled, "Contract Terms and Conditions". | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | (Corporations) My firm is in good standing and qualified to conduct business in California. [Check "N/A" if not a Corporation.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | (Nonprofit Organizations) My firm is qualified to claim nonprofit status. [Check "N/A" if not a nonprofit organization.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm has a past record of sound business integrity and a history of being responsive to past contractual obligations. My firm authorizes the State to confirm this claim. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm is financially stable and solvent and has adequate cash reserves to meet all financial obligations while awaiting reimbursement from the State. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm has certified via Attachment 8 that its proposal response is not in violation of Public Contract Code Section 10365.5 and has, if applicable, identified previous State consultant services contracts entered into that were related in any manner to the services, goods, or supplies being acquired in this procurement. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm has complied with the DVBE actual participation and/or good faith effort requirements as instructed in the DVBE Instructions / Forms (Attachment 9). [Check "N/A" if the total bid price is under \$10,000.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm has no conflict of interest and has submitted the required certification and documentation necessary to prove this claim. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm has not included any Protected Health Information (PHI) or Confidential information in our proposal. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proposal format and content. | | Confirmed by CDHS |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | My firm complied with the Proposal format requirements and my firm submitted one (1) original Proposal, five (5) copies and one (1) electronic copy of the Proposal on CD-ROM. My firm certifies all items whether hard copy or electronic are an exact replica of the original proposal submitted. My proposal is assembled in the following order: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Proposal Cover Page (Attachment 1) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Table of Contents | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Executive Summary Section consisting of 3 (3) or fewer pages. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Agency Capability Section | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Management Plan Section | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Project Personnel Section | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Facilities and Resources Section | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Financial Stability Plan | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Work Plan Section | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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Required Attachment / Certification Checklist

| Cost Section with the following documentation: | | Confirmed by CDHS |
|---|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-1, Takeover Bid Price Form | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-2, Operations Bid Price Form - Enrollment/Disenrollment Transactions | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-3, Operations Bid Price Form - HCO Informing Packets Mailings | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-4, Operations Bid Price Form - Telephone Call Center | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-5, Medi-Cal Publication Management Services | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-6, Hourly Reimbursement Bid Price Form - Enrollment Services Representative | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-7, Turnover Bid Price Form | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-8, Consolidated Operations Bid Price Form | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-9, Total Bid Price Form | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-10.1, Additional Contractual Services Bid Price - Review of HCO Informing Materials | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-10.2, Additional Contractual Services Bid Price - Pro-Active Health Care Choices | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-10.3, Additional Contractual Services Bid Price - Expedited Health Plan Enrollment | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-10.4, Additional Contractual Services Bid Price - Medi-Cal Managed Care Health Plan Provider Directories | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-10.5, Additional Contractual Services Bid Price - Initial Health Screen Questionnaire | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-10.6, Additional Contractual Services Bid Price - Extended Hours of Telephone Call Center Operations | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-10.7, Additional Contractual Services Bid Price - Voluntary Beneficiary Telephone Call Center Contacts | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 16-11, Additional Contractual Services Bid Price – Contractor Proposed | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 17, Cost Proposal Form | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 18, Bid Document Certification | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Appendix Section with the following documentation: | | Confirmed by CDHS |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | (Corporations) Attach either a copy of the Certificate of Status issued by California's Office of the Secretary of State or submit a copy of the bidding firm's <u>active</u> on-line status information downloaded from the California Business Portal website. Attach an explanation if the required documentation cannot be supplied. [Check "N/A" if not a Corporation.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | (Nonprofit Organizations) A copy of an IRS determination letter proving eligibility to claim nonprofit and/or 501 (3) (c) tax exempt status. [Check "N/A" if not a nonprofit organization.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | An organization chart. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Copies of financial statements for the past three years or most recent 24-month period (i.e., annual income statements and quarterly/annual balance sheets). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Resumes of the Proposer's professional staff (i.e., managers, supervisors, technical experts) that will play a major administrative, policy or consulting role in carrying out the project work. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|---|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Resumes for each pre-identified subcontractor or independent consultant, if any, that will serve a major role in performing the services. [Check “N/A” if no subcontractors or consultants will be used or if none has been pre-identified.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Letters of agreement, signed by each pre-identified subcontractor and independent consultant or applicable explanation. [Check “N/A” if no subcontractors or consultants will be used or if none has been pre-identified.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Proof that no prohibited conflicts of interest exist via Attachment 15 with applicable documentation. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Small Business Preference form (Attachment 19) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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Required Attachment / Certification Checklist

| Form Section with the following attachments / forms: | | Confirmed by DHS |
|---|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 2, Required Attachment / Certification Checklist | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 3, Business Information Sheet | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 4, Client References | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 5, RFP Clause Certification | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 6, CCC 1005 - Certification | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 7, Payee Data Record. [Check "N/A" if the Proposer has had a prior contract with DHS.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 8, Follow-on Consultant Contract Disclosure. Disclosure attachment is present when applicable. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 9a, Actual DVBE Participation, and DVBE certifications for each DVBE subcontractor or supplier listed. Complete this form according to the instructions in Attachment 9 if partial or a full 3% DVBE participation was attained. [Check "N/A" if zero participation was achieved and the Proposer chose to complete the good faith effort form or check "N/A" if the proposed cost for the entire contract term is under \$10,000.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 9b, Good Faith Effort, and applicable GFE documentation. Complete this form if 3% DVBE participation was not attained. [Check "N/A" if 3% DVBE participation was achieved and Attachment 9a was submitted or check "N/A" if the total proposed cost is under \$10,000.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 10a, Non-Small Business Subcontractor Preference Request and Attachment 10b, Small Business Subcontractor/Supplier Acknowledgement Check "N/A" if not applying for this subcontractor preference. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 11, Target Area Contract Preference Act Request. [Check "N/A" if not applying for TACPA preference.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Attachment 12, Enterprise Zone Act (EZA) Preference Request. [Check "N/A" if not applying for EZA preference.] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Name of Bidding Firm: | | |
| Printed Name/Title: | | |
| Signature | | Date: |

Business Information Sheet

A signature affixed hereon and dated certifies compliance with all bid requirements. The signature below authorizes the State to verify the claims made on this form.

| | | | |
|---|--------|------------------------------|-------------------|
| Name of Bidding Firm: | | CA Corp. No. (If applicable) | Federal ID Number |
| Name of Principal (If not an individual): | Title: | Telephone Number | Fax Number |
| Street Address / P.O. Box | City | State | Zip Code |

Type of Business Organization / Ownership (Check all that apply)

Ownership

- ☐ Sole Proprietor
☐ Partnership
☐ Joint venture
☐ Association

Corporation

- ☐ Nonprofit
☐ For Profit
☐ Private
☐ Public

Governmental

- ☐ City/County, California State Agency, Federal Agency, State (other than California)
☐ Other: _____

Other Type of Entity

- ☐ Public or Municipal Corporation, School or Water District, California State College, University of California, Joint Powers Agency
☐ Auxiliary College Foundation
☐ Other: _____ ☐ NVSA

California Certified Small Business Status

- ☐ N/A ☐ Microbusiness ☐ Small business

☐ Certified By DGS

Certification No: _____

Expiration Date: _____

If certified, attach a copy of certification letter.

If an application is pending, date submitted to DGS: _____

Small Business Type (If applicable)

- ☐ N/A ☐ Services ☐ Non-Manufacturer ☐ Manufacturer

☐ Contractor (Construction Type): _____

☐ Contractor's License Type: _____

Veteran Status of Business Owner ☐ N/A

☐ Disabled Veteran Certified by DGS

Certification No. _____

Expiration Date: _____

If certified, attach a copy of certification letter.

If an application is pending, date submitted to DGS: _____

Disadvantaged Business Enterprise Status: ☐ N/A

☐ Approved by the Cal Trans, Office of Civil Rights.

Certification number issued by Cal Trans: _____

Expiration Date: _____

Race/Ethnicity of Business Owner ☐ N/A

Owner's Ethnicity (check one)

- ☐ Asian-Indian
☐ Black
☐ Hispanic
☐ Native American
☐ Pacific-Asian
☐ Other _____

Owner's Race (check one)

- ☐ American Indian/Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Other _____

If Asian or Native Hawaiian or Pacific Islander

(check one):

- ☐ Asian-Indian ☐ Japanese
☐ Cambodian ☐ Korean
☐ Chinese ☐ Laotian
☐ Filipino ☐ Samoan
☐ Guamanian ☐ Vietnamese
☐ Hawaiian ☐ Other _____

Sex of Business Owner

☐ N/A (Not independently owned)

☐ Male

☐ Female

Indicate possession of required licenses and/or certifications:

☐ N/A

Contractor's State Licensing Board No. _____

PUC License Number
CAL-T- _____

Required Licenses/Certifications (If applicable)

Signature

Date Signed

Printed/Typed Name

Title

Public Records Information

The above information is required for statistical and/or bidding purposes. Completion of this form is mandatory. This information will be made public upon award of the contract and will be supplied to DHS' Contract Management Unit, Department of General Services and possibly other public agencies. To access contract related records, contact the Contract Management Unit, 1501 Capitol Avenue, Suite 71.2101, MS 1403, P.O. Box 997413, Sacramento, CA 95899-7413, telephone number (916) 650-0100.

Client References

List 3 clients served in the past 5-years for which the bidding firm provided similar services. List the most recent first.

REFERENCE 1

Name of Firm

| | | | |
|---------------------------------------|---------------------------|-------|----------|
| Street address | City | State | Zip Code |
| Contact Person | Telephone number () | | |
| Dates of service | Value or cost of service | | |
| Brief description of service provided | | | |

REFERENCE 2

Name of Firm

| | | | |
|---------------------------------------|---------------------------|-------|----------|
| Street address | City | State | Zip Code |
| Contact Person | Telephone number () | | |
| Dates of service | Value or cost of service | | |
| Brief description of service provided | | | |

REFERENCE 3

Name of Firm

| | | | |
|---------------------------------------|---------------------------|-------|----------|
| Street address | City | State | Zip Code |
| Contact Person | Telephone number () | | |
| Dates of service | Value or cost of service | | |
| Brief description of service provided | | | |

If three references cannot be provided, explain why:

RFP Clause Certification

I, the official named below, Certify Under Penalty of Perjury that I am duly authorized to legally bind the prospective Contractor to the certification clauses located in the RFP section entitled, "Bidding Certification Clauses". This certification is made under the laws of the State of California.

| | |
|---|----------------------------|
| Name of Firm (Printed) | Federal ID Number |
| By (<i>Authorized Signature</i>) | |
| Printed Name and Title of Person Signing | |
| Date Executed | Executed in the County of: |

CCC 1005 – CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

| | | |
|---|----------------------------------|--------------------------|
| <i>Contractor/Bidder Firm Name (Printed)</i> | | <i>Federal ID Number</i> |
| <i>By (Authorized Signature)</i> | | |
| <i>Printed Name and Title of Person Signing</i> | | |
| <i>Date Executed</i> | <i>Executed in the County of</i> | |

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)
2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)
3. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION:** Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)
4. **CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:** Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

(Continued on next page)

CCC 1005 - CERTIFICATION

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with State of California.

6. SWEATFREE CODE OF CONDUCT:

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.
- b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph a.

7. DOMESTIC PARTNERS: For contracts executed or amended after July 1, 2004 the contractor may elect to offer domestic partner benefits to the contractor's employees in accordance with Public Contract Code section 10295.3. However, the contractor cannot require an employee to cover the costs of providing any benefits, which have otherwise been provided to all employees regardless of marital, or domestic partner status.

NOTE: This form represents only the certification portion of the Contractor Certification Clauses (CCC). Additional information about contracting with the State appears in the full text of the applicable CCC. Visit this web site to view the entire document: <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>.

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD. 204 (Rev. 5/06)

| | | | | | | | | | |
|--|---|--|--|---|----------------|-----------------|------------------|-----------------------|-----------------------|
| 1 | INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, state, and local (including school districts), are not required to submit this form. | | | | | | | | |
| 2 | PAYEE'S LEGAL BUSINESS NAME (Type or Print) <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">SOLE PROPRIETOR—ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)</td> <td style="width: 50%; border: none;">E-MAIL ADDRESS</td> </tr> <tr> <td style="border: none;">MAILING ADDRESS</td> <td style="border: none;">BUSINESS ADDRESS</td> </tr> <tr> <td style="border: none;">CITY, STATE, ZIP CODE</td> <td style="border: none;">CITY, STATE, ZIP CODE</td> </tr> </table> | | | SOLE PROPRIETOR—ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) | E-MAIL ADDRESS | MAILING ADDRESS | BUSINESS ADDRESS | CITY, STATE, ZIP CODE | CITY, STATE, ZIP CODE |
| SOLE PROPRIETOR—ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) | E-MAIL ADDRESS | | | | | | | | |
| MAILING ADDRESS | BUSINESS ADDRESS | | | | | | | | |
| CITY, STATE, ZIP CODE | CITY, STATE, ZIP CODE | | | | | | | | |
| 3 PAYEE ENTITY TYPE CHECK ONE BOX ONLY | ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): - | | NOTE: Payment will not be processed without an accompanying taxpayer I.D. number. | | | | | | |
| | <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;"> <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: </td> <td style="width: 70%; vertical-align: top;"> CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS <hr/> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> - - </div> </td></tr></table> | | <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: | CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS <hr/> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> - - </div> | | | | | |
| <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: | CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS <hr/> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> - - </div> | | | | | | | | |

PAYEE DATA RECORD

STD. 204 (Rev. 5/06) (Page 2)

| | | | | | | | |
|---|--|--|----------------|--|--------------------------------------|----------------|---|
| 1 | <p>Requirement to Complete Payee Data Record, STD. 204</p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p> | | | | | | |
| 2 | <p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p> | | | | | | |
| 3 | <p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p> | | | | | | |
| 4 | <p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address: wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website: www.ftb.ca.gov</td> </tr> </table> | Withholding Services and Compliance Section: | 1-888-792-4900 | E-mail address: wscs.gen@ftb.ca.gov | For hearing impaired with TDD, call: | 1-800-822-6268 | Website: www.ftb.ca.gov |
| Withholding Services and Compliance Section: | 1-888-792-4900 | E-mail address: wscs.gen@ftb.ca.gov | | | | | |
| For hearing impaired with TDD, call: | 1-800-822-6268 | Website: www.ftb.ca.gov | | | | | |
| 5 | <p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p> | | | | | | |
| 6 | <p>This section must be completed by the State agency requesting the STD. 204.</p> | | | | | | |
| <p>Privacy Statement</p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p> | | | | | | | |

Follow-on Consultant Contract Disclosure

Background Information:

1. PCC Section 10365.5 generally prohibits a person, firm, or subsidiary thereof that has been awarded a consulting services contract from submitting a bid for and/or being awarded an agreement for, the provision of services, procurement of goods or supplies, or any other related action that is required, suggested, or otherwise deemed appropriate in the end product of a consulting services contract.
2. PCC Section 10365.5 does not apply to any person, firm, or subsidiary thereof that is awarded a subcontract of a consulting services agreement that totals no more than 10 percent of the total monetary value of the consulting services agreement.
3. Consultants/employees of a firm that provides consulting advice under an original consulting contract are not prohibited from providing services as employees of another firm on a follow-on contract, unless the persons are named contracting parties or named parties in a subcontract of the original contract.
4. PCC Section 10365.5 does not distinguish between intentional, negligent, and/or inadvertent violations. A violation could result in disqualification from bidding, a void contract, and/or imposition of criminal penalties.

Disclosure [Mark one (1) box]:

- ☐ I hereby certify that neither my firm nor any subcontractor that my firm intends to use under the contract resulting from this procurement, is currently providing consulting services to the state under a state contract (or as a subcontractor providing more than 10 percent of dollar value of a consulting service contract with the state) or has provided such services within five (5) years prior to the release of this RFP that are related in any manner to the services, goods, or supplies being acquired pursuant to this RFP. **[Sign below.] This option is likely to apply to bidding firms that do not currently and/or never have provided consultant services to the State.**
- ☐ Attached is a disclosure of current and/or prior consulting services provided by my firm or a proposed subcontractor to the state under a state contract within five (5) years prior to the release of this RFP that may be related in some manner to the services, goods, or supplies being acquired pursuant to this RFP. **[Sign below and attach to this document a detailed disclosure.]**

 Name of Bidding Firm

Signature

Date Signed

Printed/Typed Name

Title

DVBE Instructions / Forms

Disabled Veteran Business Enterprise Participation (DVBE) Information

- | | |
|---|--|
| DVBE Definition (for this document only) | <ul style="list-style-type: none">• A California firm whose ownership, daily management, and operational controls meets all statutory DVBE certification requirements, as documented by the possession of a certification letter issued by the Department of General Services, Office of Small Business and DVBE Certification [OSDC](hereafter referred to as DGS). |
| California Requirements | <ul style="list-style-type: none">• The State of California requires a three percent (3%) participation level in state contracts to further disabled veteran business enterprise (DVBE) participation in California.• Only DVBEs, possessing a current DVBE certification issued by DGS, may be claimed for participation. Over 600 DVBE firms are presently certified.• Effective January 1 2004, Chapter 623, Statutes of 2003, became effective and requires all small business, microbusinesses, and disabled veteran business enterprises to perform a “commercially useful function” in any contract they perform for the State. <p>A business that is performing a commercially useful function is one that does all of the following:</p> <ol style="list-style-type: none">1. Is responsible for the execution of a distinct element of the work of the contract.2. Carries out its obligation by actually performing, managing or supervising the work involved.3. Performs work that is normal for its business, services and function.4. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. |
| CDHS Rights / Requirements | <ul style="list-style-type: none">• Unless DVBE participation is exempted by the California Department of Health Services (CDHS), a 3% DVBE participation level is required for all service contracts with a total value of \$10,000 or more.• CDHS reserves the right to exempt any contract from DVBE participation when it is determined to be in the Department’s best interest to do so.• CDHS reserves the right to waive DVBE participation requirements at any time prior to the bid/proposal submission deadline. Said waivers may be announced by way of a faxed or written correction notice, administrative bulletin, or bid document addendum. |
| For answers or help, dial: | <ul style="list-style-type: none">• CDHS reserves the right to waive “Good Faith Effort” advertising when CDHS believes that bidding time lines do not permit sufficient advertising. |
| (916) 650-0205 | <ul style="list-style-type: none">• CDHS reserves the right to contact bidders/proposers during the bidding/evaluation process to collect clarifying information or to request corrections, as necessary, to DVBE documentation.• The accompanying instructions must be strictly followed. Failure to do so may be grounds for bid/proposal disqualification. |

Dial (916) 650-0205, if you have a question or need help.

DVBE Instructions

Participation Requirements of this Solicitation

- Each prime contractor must either achieve 3% DVBE participation **or** demonstrate that an adequate “Good Faith Effort” (GFE) was made to achieve DVBE participation.
- Firms submitting bid responses with either less than 3% DVBE participation **and/or** a less than adequate GFE, will be deemed nonresponsive and ineligible to receive a contract award.

How to Calculate 3% Participation

- Unless instructed otherwise in the bid document, first determine the total dollar value/amount that will be bid, then multiply this figure by 3% to determine how much of the contract budget should be spent on DVBE supplied services, labor, supplies, materials, or equipment.

How to Meet Participation Requirements

1. ***If the prime contractor IS a DVBE***, commit to use your own workforce alone or in combination with other DVBEs to perform commercially useful functions equal to no less than 3% of the contract bid amount. If this fits your firm’s situation, do the following:

Go to page 7. On the form entitled “**Actual DVBE Participation**”, list your firm’s name, the name of other participating DVBEs, complete all items, and attach a copy of the DVBE certification issued by DGS to your firm and all other participating DVBE firms.

OR

2. ***If the prime contractor IS NOT a DVBE***, it must commit to use or subcontract out an amount equal to 3% of the total contract bid amount to qualified DVBE service providers and/or suppliers that will perform a commercially useful function. If this fits your firm’s situation, do the following:

Go to page 7. On the form entitled “**Actual DVBE Participation**”, list the proposed DVBEs, complete all items, and attach a copy of each DVBE’s current DVBE certification issued by DGS.

OR

3. ***If the prime contractor IS NOT a DVBE, and the bid document is solely soliciting electronic data processing (EDP), information technology (IT), and/or telecommunications services, goods, supplies, equipment, and/or EDP and/or telecommunications services***, do the following:

Submit a copy of your firm’s “Notice of Approved DVBE Business Utilization Plan” issued by DGS’ Procurement Division (PD).

Business Utilization Plans, when allowed, must be submitted to DGS’ (PD) prior to the bid/proposal submission deadline and must be subsequently approved. ***Business Utilization Plans may not be submitted in lieu of actual DVBE participation or in lieu of performing the DVBE good faith effort process for construction or non-EDP or non-IT service contracts.***

Start right away, do not delay.

DVBE Instructions

**How to Meet
Participation
Requirements**
(continued)

*Start right
away, do not
delay.*

Instructions and additional information about Business Utilization Plans may be obtained from:

Department of General Services – Procurement Division
Office of Small Business and DVBE Outreach and Education
707 Third Street, 1st Floor, Room 400
P.O. Box 989052
West Sacramento, CA 95798-9052

or by calling:

DGS' Receptionist at (800) 559-5529 or (916) 375-4400

OR

4. **Conduct all five (5) steps of the “Good Faith Effort (GFE)”** process to show what efforts were made to achieve DVBE participation. If your firm is not a certified DVBE or your firm cannot achieve a full 3% DVBE participation level of the total contract bid amount, do the following:

Go to page 4. Follow the instructions for each of the 5 good faith effort steps. Document your firm's GFE efforts on the form entitled “Good Faith Effort” appearing on pages 8 and 9.

DVBE Instructions

GFE Steps / Instructions

Document your GFE efforts on the form in this package entitled “Good Faith Effort”.

Do not delay until the final days before your bid is due to start this process.

These five steps may require 4 weeks or more to complete.

NOTE:

This is a new requirement for CDHS contracts →

1. Dial (916) 650-0205, the CDHS Contract Management Unit voice mail telephone line, to obtain:
 - a. A referral to another state agency that provides a list of DVBE firms, publication resources, or other information.
 - b. Assistance in completing the DVBE forms in this package.
 - c. Answers to questions about DVBE participation and/or GFE documentation requirements.
2. Contact other state AND federal agencies AND local DVBE organizations for assistance in identifying potential DVBE service providers or suppliers.
 - a. Contact one or more California state agencies. The Office of Small Business and DVBE Certification (OSDC) program of DGS qualifies as one of these contacts. Dial DGS’ live operator at (800) 559-5529 or (916) 375-4940; **OR** Dial DGS’ 24-hour telephone recording line at (916) 322-5060 to obtain the current DVBE Resource Packet or visit DGS’ Internet site at <http://www.dgs.ca.gov/osbcr> to download the complete list of certified DVBEs.
 - b. Contact one or more local California DVBE organizations listed in the DVBE Resource Packet.
 - c. Contact the Department of Defense Central Contractor Registration (CCR) for a listing of potential DVBEs via the following Internet site: <http://www.ccr.gov/>. SBA will not accept telephone contacts. Before using a DVBE referred by the Federal SBA to meet goal participation, verify the named DVBE is registered with DGS as a certified California DVBE.
 - d. **Enter on the form entitled “Good Faith Effort”:** Date/time of contact; name of organization contacted; contact method; and telephone number, e-mail, or Internet address. To prove contacts via Internet websites, attach a copy of each Internet website page visited (e.g., DGS’ OSDC and federal SBA).
3. Unless GFE advertising is waived by CDHS due to time constraints, advertisements for DVBE service providers, subcontractors or suppliers must be placed in at least:
 - a. One “**trade**” publication related to a trade or industry, **and**
 - b. One “**focus**” publication whose ads are specifically distributed and focused to reach DVBE firms. **OR**
 - c. One publication that qualifies as both “**trade**” and “**focus**”. See DGS’ DVBE Resource Packet for a listing of applicable publications.
 - 1) Ad placement may be specifically directed to publications that distribute their ads to businesses in the geographical areas where the work will be performed.
 - 2) **Ads should appear in publications 10–14 calendar days** prior to the date your bid or proposal response is due to be submitted to CDHS. Ads for CDHS procurements do not need to be publicized for any specific length of time.

DVBE Instructions

GFE Steps / Instructions (continued)

**Document your
GFE efforts on
the form in this
package entitled
“Good Faith
Effort”.**

*Do not delay until
the final days
before your bid is
due to start this
process.*

*These five steps
may require 4 or
more weeks to
complete.*

3.c.2) GFE advertising instructions (continued)

Give potential subcontractors/suppliers ample time (i.e., no less than 3-5 working days) to respond to the ad(s), while allowing sufficient time to seriously consider each firm that submits a response.

3) **Ads should contain** information similar to the following:

[Enter your company name]
Is seeking qualified DVBE vendors to provide
[Enter description/list of services/supplies, etc.]
in **[Enter geographical service areas/locations, if applicable]**
for CDHS IFB/RFP **[Enter CDHS IFB/RFP number and/or Project Name]**
Contact: **[Enter a name, address, telephone and fax number, and/or email ID]**
Submit qualifications by: **[date/time]** or
Submit bids by: **[date/time]**

4) Ads placed in general circulation newspapers including the *LA Times* or the *Sacramento Bee* are not acceptable.

5) If GFE advertising was not waived by CDHS, attach to the form entitled “**Good Faith Effort**” appearing on pages 8–9, either a copy of the placed ad(s) or a written description citing the exact wording of the ad(s). Indicate, in Step 3 on the Good Faith Effort form, the publication date, whether the publication is a trade publication, focus publication, or both, and whether an ad copy or written ad content is attached.

4. **Transmit direct solicitations or invitations to bid to potential DVBEs, identified in Steps 2 and/or 3, by way of mail, telephone, email, fax, or other method.**

a. Submit at a minimum **a single sample** of one direct solicitation.

b. If contact with DVBE firms was by telephone, document in writing the conversation, date of contact, person contacted, and business opportunities discussed.

c. Submit a list of the DVBE firms to whom your firm transmitted direct solicitations (i.e., DVBE bidders list). Include each DVBE firm’s name, mailing address, telephone number, and email address.

5. **Show that the interested DVBE firms that responded to your ad(s) and/or direct solicitations were considered.** Bidding firms are strongly encouraged to achieve full or partial DVBE participation, when performing the GFE process.

a. List each DVBE firm that responded to your ad(s), telephone/fax/email contacts, or direct solicitations, if any. If no responses were received, indicate “none”, as instructed in Step 5 on page 9.

DVBE Instructions

**GFE Steps /
Instructions**
(continued)

***Document your
GFE efforts on
the form in this
package entitled
“Good Faith
Effort”.***

*Do not delay until
the final days
before your bid is
due to start this
process.*

*These five steps
may require 4 or
more weeks to
complete.*

***Participation
and GFE forms
appear in the
pages that
follow.***

**Use of
Proposed
DVBEs**

For each DVBE listed in Step 5 on page 9, indicate if your firm:

- 1) ***WILL USE*** the DVBE to perform a commercially useful function for a specific percentage amount of your bid. For each firm that will be used, do the following:

Enter the name of these DVBEs on the form entitled “**Actual DVBE Participation**”. Indicate whom the DVBE will contract with, the commercially useful function the DVBE will provide or perform, the claimed percentage of use, and the contracting tier. Attach, to Page 9, a copy of the DVBE’s current certification issued by DGS.

OR

- 2) ***WILL NOT USE*** the DVBE after giving consideration to such things as the DVBE’s qualifications, availability when needed, capacity to perform/deliver, location or proximity to the service area, results of reference checks, and/or the nature of the services offered by the DVBE or the nature of the goods that can be supplied by the DVBE, etc.

For each DVBE firm that will not be used, indicate, in Step 5 on page 9, the business reason(s) for choosing not to use the DVBE.

If awarded the contract, the selected contractor must faithfully use each DVBE proposed for use and listed on the form entitled “**Actual DVBE Participation**”. Exceptions are only allowed if the contractor submits a Request for Substitution to the CDHS Program Contract Manager and that request is subsequently granted by CDHS.

Substitution request submission instructions appear in the “Special Terms and Conditions” exhibit clause entitled “Use of Disabled Veteran Business Enterprises”. A copy of this exhibit is attached to the bid document and/or will be attached to the resulting contract.

ACTUAL DVBE PARTICIPATION

| NAME OF DVBE FIRM PROPOSED FOR USE (Prime is to enter its own name, if the Prime is a certified DVBE) | FIRM THAT DVBE WILL CONTRACT WITH (Prime is to enter "Self", if the Prime is a certified DVBE) | COMMERCIALY USEFUL FUNCTION TO BE PERFORMED OR PROVIDED BY A DVBE | DVBE % Claimed | TIER (See legend below) |
|--|---|---|----------------------|-------------------------------|
| | | | | |

DVBE % Claimed:

Enter the percentage level of actual DVBE participation met, regardless of whether or not the participation achieved equals a full three percent (3%) of the total bid amount. **Participation may be expressed as a partial/fractional decimal percentage.** Do not enter dollar figures in the "DVBE % Claimed" column. The budget sheets, if required, that are submitted in your proposal when responding to an RFP should include the DVBE service providers identified above, unless the bidding firm is uncertain of the budget period in which the DVBE will be used.

TIER = **0** = Prime Contractor **1** = Subcontractor/Supplier to the Prime **2** = Subcontractor/Supplier to Level 1
3 = Subcontractor/Supplier to Level 2, etc.

Attach to this form, a copy of the current DVBE certification issued by DGS for each DVBE listed in the first column. If a new or renewed certification request was recently approved by DGS, but confirmation of DVBE certification has not yet been received, place a footnote next to the DVBE's name and indicate on this form "DVBE Cert Pending" or "DVBE Cert to Follow".

Unless specifically indicated in the bid document, CDHS will not accept state or federal business utilization plans in lieu of meeting DVBE participation and/or GFE requirements when CDHS is solicits bids/proposals from firms to perform non-IT services.

This form may be photocopied or reproduced in a like form for inclusion in a bid response. Bidding firms that choose to render a like copy of this form by computer or other means are advised to omit pages 1–6 that contain instructions.

Please do not return or include in the bid response, a copy of the DVBE instructions preceding this form.

| | |
|--------------------------------------|------------------|
| Bidding/Proposing Firm's Name | Signature |
| Printed Name/Title | Date |

GOOD FAITH EFFORT

Steps 1 and 2

Show the date and method of contact with CDHS **and** show the contacts made with one or more other California state agencies **and** the Federal SBA **and** one or more California local DVBE organizations (see DGS' Resource Packet).

| DATE OF CONTACT | TIME OF CONTACT | NAME OF AGENCY OR ORGANIZATION CONTACTED | CONTACT METHOD (Enter voice mail, internet access, or name of person contacted) | PHONE NUMBER, E-MAIL, OR WWW ADDRESS |
|-----------------|-----------------|--|---|--------------------------------------|
| | | Dept. of Health Services | | (916) 650-0205 |
| | | Dept. of General Services' Small Business and DVBE Certification | Voice mail | (916) 375-4940 (800) 559-5529 |
| | | Dept. of General Services' Small Business and DVBE Certification | Internet access ** | dgs.ca.gov/osbcr |
| | | Dept. of Defense Central Contractor Registration (CCR) | Internet access only ** | http://www.ccr.gov |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | ** Attach one copy of each Internet website page that you visit as proof of this portion of your good faith effort. | |

Step 3

Show proof of advertising in one trade and one DVBE focus publication, **OR** one publication qualifying as both a trade and a DVBE focus publication. Be certain to attach the appropriate ad copies or other cited documentation.

| NAME OF PUBLICATION SOURCE | PUBLICATION DATE(S) | TYPE OF PUBLICATION Check the one that applies. | | | COPY OF AD ATTACHED | AD CONTENT ATTACHED |
|----------------------------|---------------------|--|-------|------|---------------------|---------------------|
| | | Trade | Focus | Both | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Step 4

Show proof that direct invitations to bid were transmitted to potential DVBEs by way of mail, telephone, personal e-mail, fax, or other method.

- A. Attach, to this form, at least one **single sample** of an invitation to bid or solicitation that was transmitted directly to potential DVBEs. You may attach:
- At least one copy of a letter used to solicit bids from potential DVBEs, **or**
 - At least one copy of the narrative content of an emailed or faxed invitation to bid sent to potential DVBEs, **or**
 - A description of the verbal dialog with a potential DVBE via telephone or personal meeting, including date of contact, person contacted, and business opportunities discussed.
- B. Attach to this form a copy of the DVBE bidder list. This is the list of DVBE firms to whom direct solicitations or invitations to bid were transmitted.
- Include each DVBE firm's name, mailing address, email address, telephone and fax number.

(Continued on the next page)

GOOD FAITH EFFORT (continued)

Step 5

Show that your firm has considered the interested DVBE firms that responded to your firm's ad(s), personal contacts, and/or direct solicitations. If no responses were received from DVBEs, indicate "None" on the first line of Column 1.

| NAME OF DVBE(S) THAT RESPONDED (This column is self-explanatory) | INDICATE YOUR PROPOSED USE OF EACH DVBE (Complete the appropriate column below and show percentage use, if applicable) | | REASON(S) FOR NOT CHOOSING TO USE THIS DVBE (Enter a business reason for not selecting each firm identified in Column 2B) |
|--|---|-------------------------------|--|
| | COLUMN 2A Will Use ___ Percent | COLUMN 2B X = Will Not Use | |
| COLUMN 1 | | | COLUMN 3 |
| | % | | |
| | % | | |
| | % | | |
| | % | | |
| | % | | |
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| | % | | |
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| | % | | |
| | % | | |

Completion Instructions

For each entry in Column 2A, transfer the firm's name and claimed percentage value to the form entitled "Actual DVBE Participation". Complete Column 2A, only for those DVBEs that your firm fully intends to use. An entry in Column 2A will impose an obligation on your firm to use the DVBE firm shown for the percentage value claimed. **Participation may be expressed as a partial/fractional decimal percentage.**

Place an "X" in Column 2B for each interested DVBE that your firm does not intend to use.

Complete Column 3 for each "X" placed in Column 2B. In Column 3, indicate the business reason(s) for not selecting the DVBE firm.

If This form may be photocopied or reproduced in a like form for inclusion in a bid response. Bidding firms that choose to render a like copy of this form by computer or other means are advised to omit pages 1–6 that contain instructions.

Sole authority rests with CDHS to determine whether or not a bidder/proposer has successfully documented actual DVBE participation and/or whether a bidder/proposer has made an adequate GFE to achieve participation. Bidders/proposers may, at their sole option, choose to submit both forms in this package (documenting both full participation and a GFE) as insurance against a finding that the actual participation claimed is unacceptable.

Should a bidder/proposer choose to do so, it may fax its proposed DVBE participation and/or Good Faith Effort forms to CDHS at (916) 650-0110 for a preliminary acceptance review, prior to submitting these forms in a bid/proposal response. Do not transmit any other bid response materials to this telephone number. CDHS will attempt to complete a preliminary DVBE acceptance review within three (3) working days following the date of receipt.

| | | |
|-------------------------------|-----------|------|
| Bidding/Proposing Firm's Name | Signature | |
| Printed Name/Title | | Date |

Non-Small Business Subcontractor Preference Instructions

| | |
|---|--|
| Preference information | <p>Non-small business proposers will be granted up to a five percent (5%) non-small business subcontractor preference on a proposal evaluation by an awarding department when a responsive non-small business has submitted a proposal that earns the highest total score and when a non-small business proposer:</p> <ol style="list-style-type: none"> 1. Has included in its proposal a notification that it commits to subcontract at least twenty-five percent (25%) of its total cost proposal price with one or more small businesses; and 2. Has submitted a timely, responsive proposal; and 3. Is determined to be a responsible proposer; and 4. Lists the small businesses it commits to subcontract with for a commercially useful function in the performance of the resulting contract. |
| Commercially useful function | <p>A subcontractor is deemed to perform a commercially useful function if the subcontractor does the following:</p> <ol style="list-style-type: none"> 1. Is responsible for the execution of a distinct element of the contracted work; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and functions; and 2. Is not further subcontracting a greater portion of the work than would be expected by normal industry practices. 3. Is responsible, with respect to materials and supplies provided on the subcontract, for negotiating price, determining quality and quantity, ordering the material, installing (when applicable), and paying for the material itself. <p>A subcontractor will not be considered as performing a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to achieve the appearance of participation.</p> |
| How to calculate 25% subcontract participation | <p>Unless otherwise instructed in the solicitation document, first determine the total dollar value or amount that will be bid for the entire contract term, then multiply this figure by 25% to determine how much of the cost proposal price must be committed to small business subcontracts that will perform commercially useful functions including but not limited to things such as labor, supplies, materials, equipment, or support services.</p> |
| Use of proposed subcontractors / substitution | <p>If awarded the contract, the selected contractor must faithfully use each small business subcontractor proposed for use and identified in its preference request. No substitutions or alterations are allowed after a proposal is submitted. Substitutions are only allowed after contract execution if the Contractor submits a Request for Substitution to the DHS Program Contract Manager and that request is subsequently granted by DHS.</p> <p>Small business subcontract substitution instructions will appear in the resulting agreement in a clause entitled "Use of Small Business Subcontractors".</p> |
| Preference request instructions | <p>If preference is claimed, indicate so on the Cost Proposal Form and complete Attachment 10a identifying each small business or microbusiness subcontractor that will be used. For each subcontractor identified on Attachment 10a, obtain a completed and signed Small Business Subcontractor/Supplier Acknowledgment (Attachment 10b). Affix each Attachment 10b to Attachment 10a for submission with the proposal response. If a signed Attachment 10b cannot be collected from each subcontractor in time for proposal submission, indicate why. Submission of a signed Attachment 10b for each subcontractor listed on Attachment 10a is a prerequisite for contract award confirmation.</p> <p>Identify only currently certified small business or microbusiness subcontractors, as active certification is required and certification possession will be verified. The detailed budget worksheets submitted in a proposal response must list each subcontract service provider and its respective participation dollar value as identified on Attachment 10a. All proposed subcontracted services must appear in a Proposer's Work Plan.</p> |

Non-Small Business Subcontractor Preference Request

List each certified small business or microbusiness that will be subcontracted with. To be granted a bidding preference, total small business or microbusiness subcontractor use must equal at least 25% of the total price or cost offered. Each named subcontractor must be actively certified as a small business or microbusiness by the proposal submission due date and must acknowledge their participation as claimed herein via a Small Business Subcontractor/Supplier Acknowledgement (Attachment 10b). **Attach to this form an acknowledgement (Attachment 10b) signed by an authorized representative of each named subcontractor acknowledging their proposed use as described herein.**

Name of certified small business (or microbusiness) Subcontractor

Name of Subcontractor

| | | | | |
|----------------------------------|-------------------------|----------------------------------|-------------------------------|----------|
| Street address | | City | State | Zip Code |
| Contact Person | | Telephone number () | | |
| Small Business Certification No. | Certification exp. date | Participation dollar value \$ | Committed % of total bid % | |

Brief description of the commercially useful function(s) to be performed and/or provided:

Name of certified small business (or microbusiness) Subcontractor

Name of Subcontractor

| | | | | |
|------------------------------|-------------------------|----------------------------------|-------------------------------|----------|
| Street address | | City | State | Zip Code |
| Contact Person | | Telephone number () | | |
| Small Business Certification | Certification exp. date | Participation dollar value \$ | Committed % of total bid % | |

Brief description of the commercially useful function(s) to be performed and/or provided:

Name of Bidding Firm

| | |
|--------------------|-------------|
| Signature | Date Signed |
| Printed/Typed Name | Title |

If necessary or desired, this form may be photocopied or reproduced in a like form for use in a bid response. If the bidding firm chooses to render a like copy by computer or other means, the instructions appearing on Attachment 10 may be omitted.

Small Business Subcontractor/Supplier Acknowledgement

| | |
|---|------------------------|
| Name of Bidding Firm / Prime Contractor | DHS IFB or RFP Number: |
| Total Dollar Value of Subcontractor Use | DHS Bid Number: |
| | |

This document confirms and acknowledges that the firm named below agreed to be identified by a bidding firm as a proposed small business or microbusiness subcontractor or supplier for a DHS procurement.

Subcontractor acknowledgements:

- A. The subcontracting firm named herein has committed to perform or provide services/labor or supplies equal to a percentage of the total bid/cost proposal price submitted by the bidding firm named above.
- B. The subcontracting firm named herein acknowledges the total dollar value of claimed participation identified above.
- C. The subcontracting firm named herein agrees to provide the following subcontracted services/labor or supplies under the resulting contract if the bidding firm named above receives the contract award:

Below and/or continued on an attachment is a brief description of the commercially useful function(s) that the subcontractor/supplier identified herein will provide or supply:

The subcontracting firm named herein understands it is its sole responsibility to contact the bidding firm named above to learn if the Proposer was awarded the contract pursuant to the referenced bid number and to confirm its subcontract agreement. If the bidding firm named above receives an award based in part on non-small business subcontractor preference, the bidding firm/contractor is obligated to use each small and/or microbusiness subcontractor or supplier identified in its proposal unless a subcontractor substitution is requested after contract execution pursuant to Public Contract Code Section 4107 and Title 2 California Code of Regulations Section 1896.10.

The person signing below certifies the information supplied on this form is true and accurate to the best of its knowledge and agrees to allow the State to confirm this information, if deemed necessary.

| | | |
|---|----------------------------|-------------------------------|
| Name of Proposed Subcontractor/Supplier | | Date Signed |
| Signature of Subcontractor/Supplier Representative | Telephone number () | Email address (if applicable) |
| Printed/Typed Name | Title | |

ATTACHMENT 11

STD 830 (REV. 1/2005) (FRONT)

TARGET AREA CONTRACT PREFERENCE ACT PREFERENCE REQUEST FOR GOODS AND SERVICES SOLICITATIONS

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
DISPUTE RESOLUTION AND PREFERENCE PROGRAMS

Complete this form to request TACPA preferences for this bid.

| | |
|---------------------|---|
| SOLICITATION NUMBER | AGENCY/DEPT |
| | California Department of Health Services (CDHS) |

Target Area Contract Preference Act (TACPA) preferences are available only if the lowest responsible bid and resulting contract exceeds \$100,000. Your firm must be California based. You must certify, under penalty of perjury, to perform either **50%** of the labor hours required to complete a contract for GOODS, or **90%** of the labor hours required to complete a contract for SERVICES in the Target Area Contract Preference Act zone(s) you identify in Section I. The TACPA provides bid selection preferences of 5% for eligible worksites (Section I), and a 1% to 4% for hiring eligible workforce employees (Section II). To identify Census Tract and Block Group Numbers contact the city or county Planning Development Commission for the intended worksite or visit the U.S. Census bureau website (www.census.gov).

Section I. 5% WORKSITE(S) PREFERENCE ELIGIBILITY AND LABOR HOURS

To the bidder: Preference may be denied for failure to provide the following required information:

- Identify each firm in the supply chain, including yours, that will perform any of the contract labor hours required to complete this contract. Identify your role in the distribution process. Transportation hours performed by each carrier must be reported separately.
- List complete addresses for each firm named below.
- Report projected number of labor hours required to perform the contract for each firm.
- Enter the CENSUS TRACT number.
- Enter the BLOCK GROUP number.
- Identify the California designated TACPA worksite(s) by entering the proper Criteria letter A, B, C, D, E, F (See reverse for instructions) in the Criteria column.

| (1) FIRM NAME and CONTRACT FUNCTION: (Manufacturing, transportation, shipping, warehousing, admin., etc.) Use additional pages, as needed, to fully report worksite information. | (2) WORKSITE ADDRESS Street Address, City, County, State, Zip Code, Phone Number | (3) PROJECTED LABOR HOURS | COMPLETE FOR ALL SITES LOCATED WITHIN A TACPA PREFERENCE AREA(S) | | |
|---|--|---------------------------------|---|---------------------|-------------------------|
| | | | (4) TRACT NUMBER | (5) BLOCK NUMBER | (6) CRITERIA (A - F) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | TOTAL PROJECTED LABOR HOURS: | | | |

Section II. 1% TO 4% WORKFORCE PREFERENCE

Bidders must qualify their firm's worksite eligibility to request an additional 1% to 4% workforce preference in Section II.

- ☐ I request a 1% preference for hiring eligible persons to perform 5 to 9.99% of the total contract labor hours.
- ☐ I request a 2% preference for hiring eligible persons to perform 10 to 14.99% of the total contract labor hours.
- ☐ I request a 3% preference for hiring eligible persons to perform 15 to 19.99% of the total contract labor hours.
- ☐ I request a 4% preference for hiring eligible persons to perform 20% or more of the total contract labor hours.

Section III. CERTIFICATION FOR WORKSITE AND WORKFORCE PREFERENCES

To receive TACPA preferences, the following certification must be completed and signed by the Bidder.

I hereby certify under penalty of perjury that the bidder (1) is a California based company as defined in the TACPA regulations; (2) shall ensure that at least 50% of the labor hours required to complete a contract for Goods, or 90% of the labor hours to complete a Services contract shall be performed at the designated TACPA worksite(s) claimed in Section I; (3) shall hire persons who are TACPA eligible employees to perform the specified percent of total contract labor hours as claimed in Section II; (4) has provided accurate information on this request. I understand that any person furnishing false certification, willfully providing false information or omitting information, or failing to comply with the TACPA requirements is subject to sanctions as set forth in the statutes.

| | | | |
|-----------------------|--------------------|------------------|------|
| BIDDER'S NAME & TITLE | BIDDER'S SIGNATURE | PHONE NUMBER () | DATE |
| | | FAX NUMBER () | |

TARGET AREA CONTRACT PREFERENCE ACT PREFERENCE REQUEST FOR GOODS AND SERVICES SOLICITATIONS

Target Area Contract Preference Act References and Instructions

The Target Area Contract Preference Act (TACPA), GC §4530 et seq. and 2 CCR §1896.30 et seq., promotes employment and economic development at designated distressed areas by offering 5% Worksite and 1% to 4% Workforce bidding preferences in specified state contracts. The TACPA preferences do not apply to contracts where the worksite is fixed by the contract terms. These preferences only apply to bidders who are California based firms, and only when the lowest responsible bid and resulting contract exceed \$100,000. Bidders must certify, under penalty of perjury to perform either 50% (for GOODS contracts) or 90% (for SERVICES contracts) of the labor hours required to complete this contract in the eligible TACPA area worksite(s) identified in Section I on the reverse side of this page. TACPA preferences are limited to 9%, or a maximum of \$50,000 per bid. In combination with any other preferences, the maximum limit is 15% of the lowest responsible bid; and, in no case more than \$100,000 per bid.

Section I Worksite Preference Eligibility and Labor Hours

Bidders must identify at least one eligible TACPA worksite by entering the criteria letter A, B, C, D, E or F in the "Criteria" column and enter the "Census Tract" and "Block Group" Numbers to be Eligible for the preference. You must name each and every firm or site where contract labor hours will be worked. Preference requests may be denied if an eligible California TACPA worksite is not identified, or all firms performing contract labor hours are not identified. Enter one of the following "Criteria" letters to identify each TACPA worksite on the reverse page:

- A. The firm is located in a California eligible distressed area(s).
- B. The firm will establish a worksite(s) in a California eligible distressed area(s).
- C. The firm is in a census tract with a contiguous boundary adjacent to a California eligible distressed area.
- D. The firm will establish a worksite(s) located directly adjoining a valid TACPA census tract/block that, when attached to the California eligible distressed areas(s), forms a contiguous boundary.
- E. The bidder will purchase the contract goods from a manufacturer(s) in a California eligible distressed area(s). **This option applies to solicitation for GOODS only.**
- F. The bidder will purchase contract goods from a manufacturer(s) in directly adjoining census tract blocks that when attached to the California eligible distressed area(s) forms a contiguous boundary. **This option applies to solicitations for GOODS only.**

Enter labor hours for each listed firm and site. The hours shall be reasonable, shall only include the labor hours necessary and required to complete the contract activities. Artificially increasing hours at a claimed TACPA worksite, or understating labor hours worked outside the eligible worksite may result in a denied preference request. Do not include machine time and non-labor time when projecting contract labor hours. Report all bidder work hours and those of any subcontractor performing this contract. All transportation hours must be reported for each carrier separately and must not be combined or included with hours for manufacturing processing, or administration, or at any eligible TACPA site. Failure to list all the labor hours to be performed at the reportable sites will result in a denial of this preference request.

The bidder must explain, by activity, their firm's projected contract labor hours by completing and signing the *Bidder's Summary* form (included with this solicitation).

If supplying goods, the bidder must also provide a completed and signed *Manufacturer's Summary* form (included with this solicitation) that specifies the number of projected labor hours necessary to make the product(s).

Section II Workforce Preferences

Eligibility to request a workforce preference is based on the bidder first claiming and receiving approval of the 5% TACPA worksite preference. The workforce preferences are only awarded if the bidder hires and employs the TACPA qualified individuals. Workforce preferences will not be approved for another firm's employees. By claiming a workforce preference percentage, the bidder must have its eligible employees perform the specified percentage of the total contract workforce labor hours. See Section I, "total Projected Labor Hours," STD. 830. To claim the workforce preferences select or check the appropriate box for percent of requested bid preferences in Section II.

Section III Certification for Worksite and Workforce Preferences

Bidder must sign, under penalty of perjury, the certification contained in Section III to be eligible for any of the preferences requested pursuant to this form. The penalties associated with the TACPA statute are: GC §4535.1, a business which requests and is given the preference by reason of having furnished a false certification, and which by reason of that certification has been awarded a contract to which it would not otherwise have been entitled, shall be subject to all of the following:

- (a) Pay to the State any difference between the contract amount and what the State's cost would have been if the contract had been properly awarded.
- (b) In addition to the amount specified in subdivision (a), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract involved.
- (c) Be ineligible to directly or indirectly transact any business with the State for a period of not less than six months and not more than 36 months.

Prior to the imposition of any sanction under this chapter, the contractor or vendor shall be entitled to a public hearing and to five days notice of the time and place thereof. The notice shall state the reasons for the hearing.

If you win an award based on these preferences you will be required to report monthly on your contract performance, labor hours, and TACPA compliance.

For questions concerning preferences and calculations, or if a bid solicitation does not include preference request forms, please call the awarding Department's contract administrator. Only another California certified small business can use TACPA, EZA or LAMBRA preferences to displace a California certified small business bidder.

To identify TACPA distressed worksites contact the local city or county Planning/Economic Development offices of the proposed worksite, or go to <http://factfinder.census.gov> and click on "Enter a street address" to find a Census Tract and Block Group. Verify the Census Tract and Block numbers for TACPA sites by calling the DGS, Procurement Division preference line at (916) 375-4609

ATTACHMENT 12

STD 831 (REV. 1/2005) (FRONT)

ENTERPRISE ZONE ACT PREFERENCE (EZA) REQUEST FOR GOODS AND SERVICES SOLICITATIONS

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
DISPUTE RESOLUTION AND PREFERENCE PROGRAMS

Complete this form to request EZA preferences for this bid.

| | |
|---------------------|---|
| SOLICITATION NUMBER | AGENCY/DEPT |
| | California Department of Health Services (CDHS) |

Enterprise Zone Act (EZA) preferences are available only if the lowest responsible bid and resulting contract exceeds \$100,000. Your firm must be California based. You must certify, under penalty of perjury to perform either **50%** of the labor hours required to complete a contract for GOODS or **90%** of the labor hours required to complete a contract for SERVICES in an eligible enterprise zone worksite(s). (Identify in Section I.) The EZA provides bid selection preferences of 5% for eligible worksites (Section I), and 1% to 4% for hiring eligible workforce employees (Section II). EZA addresses can be verified or confirmed with city-county Economic Development Offices or visit the Department of Housing and Community Development website (www.hcd.ca.gov).

Section I. 5% WORKSITE(S) PREFERENCE ELIGIBILITY AND LABOR HOURS

To the Bidder: Preference may be denied for failure to provide the following required information:

- (1) Identify each firm in the supply chain, including yours, that will perform any of the contract labor hours required to complete this contract. Identify your role in the distribution process. Transportation hours performed by each carrier must be reported separately.
- (2) List complete addresses for each firm named below.
- (3) Report projected number of labor hours required to perform the contract for each firm.
- (4) Enter the Enterprise Zone Name.
- (5) Identify the California designated EZA worksite(s) by entering the proper **Criteria** letter A, B, or C (see reverse for instructions) in the Criteria column.

| (1) FIRM NAME and CONTRACT FUNCTION: (Manufacturing, transportation, shipping, warehousing, admin, etc.) Use additional pages, as needed, to fully report worksite information. | (2) WORKSITE ADDRESS Street Address, City, County, State, Zip Code, Phone Number | (3) Projected Labor Hours | COMPLETE FOR ALL SITES LOCATED WITHIN THE EZA PREFERENCE AREA(S) | |
|--|--|---------------------------------|---|------------------------------|
| | | | (4) Enterprise Zone Name | (5) Criteria (A, B, C) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL PROJECTED LABOR HOURS: | | | | |

Section II. 1% to 4% WORKFORCE PREFERENCE

Bidders must qualify their firm's worksite eligibility to request an additional 1% to 4% workforce preference in Section II.

- ☐ I request a 1% preference for hiring eligible persons to perform 5 to 9.99% of the total contract labor hours.
- ☐ I request a 2% preference for hiring eligible persons to perform 10 to 14.99% of the total contract labor hours.
- ☐ I request a 3% preference for hiring eligible persons to perform 15 to 19.99% of the total contract labor hours.
- ☐ I request a 4% preference for hiring eligible persons to perform 20% or more of the total contract labor hours.

Section III. CERTIFICATION FOR WORKSITE AND WORKFORCE PREFERENCES

To receive EZA preferences, the following certification must be completed and signed by the Bidder.

I hereby certify under penalty of perjury that the bidder (1) is a California based company as defined in the EZA regulations; (2) shall ensure that at least 50% of the labor hours required to complete a contract for Goods, or 90% of the labor hours to complete a Services contract shall be performed at the designated EZA worksite(s) claimed in Section I; (3) shall hire persons who are EZA eligible employees to perform the specified percent of total contract labor hours as claimed in Section II; (4) has provided accurate information on this request to receive EZA preferences. I understand that any person furnishing false certifications, willfully providing false information or omitting information, or failing to comply with the EZA requirements is subject to sanctions as set forth in the statutes.

| | | | |
|-----------------------|--------------------|------------------|------|
| BIDDER'S NAME & TITLE | BIDDER'S SIGNATURE | PHONE NUMBER () | DATE |
| | | FAX NUMBER () | |

ATTACHMENT 12

STD 831 (REV. 1/2005) (REVERSE)

ENTERPRISE ZONE ACT PREFERENCE (EZA) REQUEST FOR GOODS AND SERVICES SOLICITATIONS

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
DISPUTE RESOLUTION AND PREFERENCE PROGRAMS

Enterprise Zone Act References and Instructions

The Enterprise Zone Act (EZA), GC §7070 et seq., and 2 CCR §1896.100 et seq., promotes employment and economic development at designated Enterprise Zones by offering 5% Worksite, and 1% to 4% Workforce bidding preferences in specified State contracts. The EZA preferences do not apply to contracts where the worksite is fixed by the contract terms. These preferences only apply to bidders who are California based firms, and only when the lowest responsible bid and resulting contract exceed \$100,000. Bidders must certify, under penalty of perjury, to perform either 50% (for GOODS contracts) or 90% (for SERVICES contracts) of the contract labor hours required to complete this contract in the eligible EZA area worksite(s) identified in Section I on the reverse side of this page. EZA preferences are limited to 9%, or a maximum of \$50,000 per bid. In combination with any other preferences, the maximum limit is 15% of the lowest responsible bid; and, in no case more than \$100,000 per bid.

SECTION I

Worksite Preference Eligibility and Labor Hours

Bidders must identify at least one eligible EZA Worksite by entering the EZA Zone Name and the "Criteria" letter A, B, or C in sections 4 and 5 on the reverse side of this form, to be eligible for the preference. You must name each and every firm or site where contract labor hours will be worked. Preference requests may be denied if an eligible California EZA worksite is not identified, or if all firms performing contract labor hours are not identified. Enter one of the following "Criteria" letters to identify each EZA Worksite on the reverse page.

- A. The firm is located in a California designated Enterprise Zone(s).
- B. The firm will establish a worksite(s) in a California eligible distressed EZA area(s).
- C. The bidder will purchase the contract goods from the manufacturer(s) located in a California designated EZA area(s). **This option applies to solicitations for GOODS only.**

Enter labor hours for each listed firm and site. The hours shall be reasonable and shall only include the labor hours necessary and required to complete the contract activities. Artificially increasing labor hours at a claimed EZA worksite or understating labor hours worked outside the eligible worksite may result in a denied preference request. Do not include machine time and non-labor time when projecting contract labor hours. Report all bidder work hours and those of any subcontractor performing this contract. All transportation hours must be reported for each carrier separately and must not be combined or included with hours for manufacturing, processing, or administration, or at any eligible EZA site. Failure to list all the labor hours to be performed at the reportable sites will result in a denial of this preference request.

The bidder must explain, by activity, their firms' projected contract labor hours by completing and signing the *Bidder's Summary* form (included with this solicitation).

If supplying goods, the bidder must also provide a completed and signed *Manufacturer's Summary form* (included with this solicitation), that specifies the number of projected labor hours necessary to make the product(s).

SECTION II Workforce Preference

Eligibility to request workforce preference is based on the bidder first claiming and receiving approval of the 5% EZA worksite preference. The workforce preferences are only awarded if the bidder hires and employs the EZA qualified individuals. Workforce preferences will not be approved for another firm's employees. By claiming a workforce preference percentage the bidder must have its eligible employees perform the specified percentage of the total contract workforce labor hours. See Section I, "Total Projected Labor Hours," form STD 831. To claim the workforce preference select or check the appropriate box for percent of requested bid preferences in Section II.

SECTION III

Certification for Worksite and Workforce Preferences

Bidder must sign, under penalty of perjury, the certification contained in Section III to be eligible for any of the preferences requested. The penalties associated with the EZA statute are: GC §7084 (g)(1), a business that requests and is given the preference by reason of having furnished a false certification, and that by reason of this certification has been awarded a contract to which it would not otherwise have been entitled, shall be subject to all of the following:

- (A) Pay to the State any difference between the contract amount and what the State cost would have been if the contract had been properly awarded.
- (B) In addition to the amount specified in subparagraph (A), be assessed a penalty in an amount of not more than 10% of the amount of the contract involved.
- (C) Be ineligible to directly or indirectly transact any business with the State for a period of not less than 6 months and not more than 36 months.

Prior to the imposition of any sanction under this chapter, the contractor or vendor shall be entitled to a public hearing and to five days' notice of the time and place thereof. The notice shall state the reasons for the hearing.

If you receive an award based on these preferences you will be required to report monthly on your contract performance, labor hours, and EZA compliance.

For questions concerning preferences and calculations, or if a bid solicitation does not include preference request forms, please call the awarding Department's contract administrator. Only another California certified small business can use TACPA, EZA or LAMBRA preferences to displace a California certified small business bidder.

To locate California designated EZA sites visit the Department of Housing and Community Development website (www.hcd.ca.gov) and select "Community Affairs." Scroll down and select "Enterprise Zone Programs." Scroll down and select "Enterprise Zone Maps and Street Ranges." You may contact the city or county Planning/Economic Development offices for the proposed worksite location, or the Department of General Services, Procurement Division preference line at (916) 375-4609.

Voluntary Letter of Intent

| | |
|------------------------------|---|
| Purpose | This is a non-binding Letter of Intent whose purpose is to assist DHS in determining the staffing needs for the proposal evaluation process and to improve future procurements. |
| Information requested | DHS is interested in knowing if your firm intends to submit a proposal or your reasons for not submitting a proposal. Completion of this form is voluntary. |
| Action to take | Indicate your intention to submit a proposal by checking items 1 or 2 below. Follow the instructions below your selection. |

1. ☐ My firm intends to submit a proposal.

- A. Check box number 1 if the above statement reflects your intention.
- B. Complete the bottom portion of this form and return it to DHS as instructed in the RFP section entitled, "Voluntary Non-Binding Letter of Intent".
-

2. ☐ My firm does not intend to submit a proposal for this project.

- A. Check box number 2 if the statement in item 2 reflects your intention.
- B. Indicate the reason(s) for not submitting a proposal by checking each of the following statements that apply.
- ☐ My firm lacks sufficient staff expertise or personnel resources to meet all RFP requirements.
 - ☐ My firm lacks sufficient experience (i.e., not enough or wrong type).
 - ☐ My firm believes the qualification requirements are too restrictive.
 - ☐ Insufficient time was allowed for proposal preparation.
 - ☐ Too much paperwork is required to prepare a proposal response.
 - ☐ Other commitments and projects have a greater priority.
 - ☐ My firm did not learn about the contract opportunity soon enough.
 - ☐ My firm does not provide the full range of services that DHS is seeking.
 - ☐ My firm is only interested in becoming a subcontractor, consultant, or supplier.
 - ☐ My firm cannot meet the DVBE requirements - we do not wish to subcontract any work out.
 - ☐ Too much effort and/or paper work is required to meet California DVBE requirements.
 - ☐ Insufficient time was allowed for DVBE compliance.
 - ☐ Other reason: _____
- _____
- _____
- C. Complete the bottom portion of this form and return it to DHS as instructed in the RFP section entitled, "Voluntary Non-Binding Letter of Intent".
- D. By indicating there is no intention to submit a proposal, DHS may elect not to send your firm RFP clarification notices, RFP addenda, proposer questions and answers, or other procurement notices.
-

Name of Firm: _____

Printed Name/Title: _____

Signature: _____

Date: _____